

**ROCKLAND COUNTY
WORKFORCE DEVELOPMENT BOARD
Board Meeting Minutes**

Date: Thursday, June 6th, 2019
Time: 8:00 to 10:00 AM
Location: Rockland BOCES
65 Grasslands Road
West Nyack, NY 10994

WDB Board Attendees: Sr. Kathleen Sullivan Lynne Allan (AC) Tom Ossa
Julien Renold Howard Hellman
Robert Woodill Michele Green
Anne Byne Mary Shinick
Jeremy Schulman Jill Warner
Don Lucarello Gregory Parseghian

Excused: Kathy Canter Nichole Anderson Matthew Shelley

Absent Ramon Soto Joe Allen Eileen Guzzo
Bob Dutra Elena Hansen Craig Jacobs
Brian Levy Pat Rajala

Guests Daniel Tauken Chris D’Ambrese Egbert Shillingford

WDB Staff Members: Debi Thomas

8:20 AM Welcome & Opening Discussion – Lynn Allen, Acting Chair

- Lynn Allen opened the meeting and made introductions welcomed everyone to the board meeting.

Debi is excited about our new WDB website. We are seeking feedback. The website lists our WDB priorities. If clients want to go to RCC, BOCES – we want them to have an information page for connections.

The web address is RocklandWorks.org. The logo was designed by Anne Byne and the Career One Stop reflects the DOL presence. Priority sectors are listed along with announcements and programs. The website is accessible for individuals with disabilities. There is a button for high contrast and the size of the text can be increased. Images all have descriptors. Board members are listed along with youth WIOA policies.

On the website, we can build forms so if someone is looking for a job in a particular sector, we can route requests. There are contact forms as well. Many of the Workforce Development Boards are changing their name which is why our address is RocklandWorks.

Chris D’Ambrese sent a lot of information which can be posted. An example is that the Youth Connections newsletter is posted on the site. Adding information is easy to do.

A password was set up for protected access for the board. Next time we meet in September, the agenda will be posted on the website as will the minutes. For each board meeting going forward, all the reports will be there, the dates, and agendas and minutes will be there.

We will post the dates and locations of our meetings. Let Tom know what needs to be added or changed. All the administrators will have a log in and can change all the pages on the site. We have Google analytics to provide feedback on what people are clicking on, the amount of time on each page, and where they are searching.

Now that we have a website, the Career Center will be populating it. It will be owned by the people putting in the content and we will assign staff who will be managing this site going forward.

Tom provides training and there are videos on YouTube on how to use WordPress. There is an editor bar at the top, the rest works as a word.doc. 90% is MS Word style. There are links that people can connect to. For example, people can click a link to go to the ACCES-VR website. The goal is for this to be a resource to employers. There will be a translate button on our website.

Feedback provided included the desire to have a landing page for employers. We have four spots to do that. Career Center staff can get back to businesses after they indicate interest via the website.

Lynne Allen motioned to approve the ongoing work on the website.

- Mary Shinick – motion
- Greg Parseghian – second
- Unanimously approved

We congratulate Jeremy in his new position as the Director of Economic Growth and Tourism in Rockland County. His office is on the 8th floor building A in Pomona.

We are looking to develop a workforce development guide, places for training, etc. The website will be helpful. The WDB can assist Jeremy. Jeremy is on the economic regional council in the Hudson Valley. There are more things about workforce initiatives and childcare that can be shared regionally so we are making sure we are aligned.

Debi Thomas's report

Debi went to a retreat in Lake Placid with all 33 Workforce Development Boards. She did research on putting out an RFP and came back with resources for Rockland. Guillermo Rosa, Deputy County Executive spoke about working with Paul Brennan in terms of putting out the RFP.

Debi connected with Melinda Mack from NYATEP. NYATEP has a lot of experience in Workforce Development and connected in Albany. There is a new director of Workforce Development appointed by the governor. Debi will meet with NYATEP and the new director.

Debi is working with the Rockland County Youth Bureau. There is a new appointee – Mike Hoblin. We try to align to the work of the Youth Bureau with regard to where the jobs and what training would be good to participate in. They will be informed about Youth Connections, opportunities at BOCES and RCC so youth know where the opportunities are. We just renewed our ins policy and our liability ins.

Don Lucarello's report

DOL – Tom Scaglione attended the meeting. Tom is going to all the Career Centers. He is the new Regional Rep. for Rockland. Tom was at NYS Bridge Authority and prior to that at the Governor's Office, NYSUT, and he worked with several senators.

Dan's report – financials thru April 2019

We are required to obligate 80% of budget thru 6/30. Adult and dislocated are at 80%. BOCES was at 67%. There will be no problem meeting the 80%. We had our annual financial review by the DOL and there were no findings. We have had clean reviews for the first 3.5 years.

The new budget starts 7/1/19. There was an increase for next year. The adult program received an extra 100,000, Dislocated received an extra 14K, and Youth received 112K. Bert has streamlined his staff at the Career Center. Will be 8 employees, a director and three workers. The Director's salary will be increasing. Bert's full salary and benefits are now under WDB and not under the college.

The carryover numbers are built into this as well. When we did last year's numbers, we had a lot of turn over. Bert is keeping the operating expenses low. The salaries are lower. The rest of the money go into training.

We had three-thousand-dollar limit for training. We will be approving, as of this budget, that training funds must be equally divided as we want to see youth, and adults in some healthcare positions as well.

We must see that all sectors have training funds allocated. We implemented that rule in December 2018, we will be adhering to that going forward.

Initial approval is needed for budget draft as presented. David Diaz had not been replaced and Dan has been doing the work on the budget since February. Bert and Dan hired a replacement for David on 7/1/19.

Lynne Allen motioned to approve the draft budget.

- Howard Hellman – motion
- Jill Warner – second
- Unanimously approved

Bert Shillingford's report on the Career Center

The customer flow has been steady. Haverstraw maintains a larger flow. Registration 108. Placements 45. The type of placement has improved (e.g. HR Specialist, Supervisor) and the center has had placements of candidates who earn 50.00/hr, 120,000 a year. Center staff continue to provide workshops on Career Change, interviewing, social media, Excel, PPT, etc.

A job fair was held at Palisades Center and 30 employers attended. There were very positive reviews. Another job fair is planned for 10/5 (Saturday) and management said there is a lot of traffic in the mall at that time. Target and HNA were very pleased with the service being provided. They have done individual job fairs for HMS Host and Aramark.

There have been 634 walk ins, placed 45 which is a 7% return. Howard asked about the process: Job candidates walk in for placement, interviewing, and workshops. Career Specialists work with sectors – one works with IT and Business, one works with individuals involved in re-entry and each sector rep could provide reports, what are the goals and they address the concerns.

When a job candidate does not have a direction, they meet with the staff available at the time. It could be any one of the sector employees. The numbers have increased from last quarter.

Jeremy Schulman indicated that unemployment is at 3.1% in April which is the lowest in the Hudson Valley. It can be a challenge to serve a population who are looking for particular skill sets. Many people are not on Unemployment Insurance and are looking to develop particular skill sets.

Don - DOL see job candidates receiving Unemployment Insurance in large numbers – 100 per week. DOL tracks those entering employment which show how many people have returned to work.

We have a business in our community, HMS Host, which offers a lot of entry level positions. The location of the business in Sloatsburg is a challenge. They are interested in getting a pipeline of candidates who want to do that entry level work. A challenge is how do we educate young people that there is a process to get there and that there is a way to work your way up? The company is very flexible. Being part of the Career Fair was helpful. HMS Host has also done a workshop at the Career Center.

Chris D'Ambrese's report from BOCES Youth Connections

Youth Connections is finishing its 4th year. They are currently serving 92 out of school youth.

They provide paid work experience and utilize Childcare Resources of Rockland, the Career Center, Hilton Garden Inn, etc. as well as other resources.

They are currently working with Kon Bit for a Regents Prep program and are working with a college orientation program.

Youth Connections is also working with DSS's Raise the Age Program (In School Youth) ages 14-17 and they are working with Youth Connections for Work Readiness for students who would normally be incarcerated.

Rockland BOCES responded to an RFP with the Office of Children and Family Services to work with the Youth in Spring Valley to identify how they can better serve youth in that area. These services start 7/1/19. Work readiness, career exploration, internships and job placements will be provided.

Debi and Michele provided program monitoring and the DOL came over and we are awaiting the results.

Kimmy said there were no findings and gave us good feedback. It was a very thorough review.

Performance measures Employment Education and Training is at 100%

4th Quarter is at 69% Goal is 62%

43% is incorrect. There is an issue with the reporting of the credential attainment. Youth Connections is working to resolve that.

Youth Connections is also having a Summer Academy and has developed a Newsletter.

Action items – Debi Thomas

- We need to sign the conflict of interest forms. We have in the past signed this. We will submit it to the County.
- The MOU is being signed by all the partners agreement – Betty needs to have people to sign it. It was finally approved by the DOL and we are in the signing stages.

Second Chance Partnership Grant – The board was contacted by Donovan Beckford at WestCOP who is working with prisons in Westchester, Rockland and Orange. He wants the WDB to support that. Prisoners are receiving training before they leave prison and develop some skills. They want to work with the Career Centers, and they might be out of school youth, and they might need ACCES-VR services. These job candidates will require support and will be turning to us for support. How does Westcop dovetail with the Reentry Task Force at BRiDGES was asked. This is a new funding opportunity that became available. They are going for a larger regional effort. Donovan Beckford should working with the Rockland County Task Force per Don Lucarello.

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Motion to participate with WestCop:

- Julien Renold
- Mary Shinick
- Universally supported

Debi Thomas indicated that all the Workforce Development Boards in the region will apply for the CFA grants 175 million. A lot of the money has been already allocated. 60 million will be available for Workforce Development. Boards in our region will be collaborating to apply and the focus will be on youth. The underlying message is what are we doing to help people become self-sustaining and gainfully employed. Who will be our workers? We need to make good decisions to be able to grow the workforce. We are looking at the four sectors that we are prioritizing and the innovating programs. We are working with strategic partners. We will be working with the grant writers and will be discussing the unique features. Julien Reynold added that there are a lot of young people looking for opportunities. We need to leverage employers to do internships in the summer. Their agency has a lot of immigrants and 22 young doctors in Spring Valley and they are doing nothing. We are looking to employ them.

Motion to support CFA:

- First Jill Warner
- Second Michele Green
- Universally Approved

Debi Thomas was at the Ford Foundation yesterday. Melinda Mack was there. They reviewed what is working and trends in Workforce Development. Growing trends for openings are in the trades to become electricians, working with the unions, and qualified professionals who are ready to be hired in NYC. The Foundation had a lot of success of funding paid internships. The trouble with hiring is coordinating with CSEA.

2019 RFP for the Career Center – Debi Thomas

The RFP will go out in June 2019. Paul Brennan at Rockland County said it will take about a week. The RFP will go out nationally. There will be a rubric and it will be tabulated. They will be working with an attorney. The County Executive will appoint the fiduciary executive. It will not be part of the RFP as it was in the last one. In the past, as an example, Tomorrow's Workplace was the fiscal agent and program operator. They will be separated. Whoever applies will provide the site as well.

The lead partner is the DOL and they must be included. We had a vision of what we wanted to do. Having a Career Center is essential. We need to also be involved in the community. Individuals who are interested in the RFP had a pre bidders conference and three weeks to complete it. Many of the Workforce Development Boards lease space. Whoever runs the Career Center for us will have to provide the space. A lot of the counties are the fiscal agents themselves. The Rockland County Executive does not want to hold the money.

If you would like to be a reviewer, let us know. NYATEP has been able to assist us with the review process to assure transparency. We don't want there to be any glitches. Melinda Mack and Paul Brennan will work together. The RFP will go out at the end of June.

We would like to have it back prior to our Sept. meeting. The reviewer will make the decision and whoever gets the award will have from Sept. to June to get ready to serve.

We are going to put out one RFP. Penny Jennings asked about one RFP for youth and one for adults. Per Debi Thomas, one RFP is going out and it will include adult services, dislocated worker and youth services.

Motion to adjourn

- Anne Byne
- Michele Green
- Universally approved